

STATE OF NEVADA

DEPARTMENT OF PUBLIC SAFETY TRAINING DIVISION ACADEMY

CADET STANDARD OPERATING PROCEDURE MANUAL CLASS # 63

Revised: 10/23/2009

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I. PURPOSE AND OBJECTIVES

- A. The primary mission of the academy is to prepare newly hired cadets for the critical tasks which they will be performing in the field.
- B. The purpose of this manual is to assist the cadet in understanding the rules and regulations required by the academy's training programs. These rules and regulations are designed to facilitate the academy's mission.
 - 1. Violations of the rules and regulations contained in this manual will result in appropriate corrective action, progressive discipline or punitive action up to dismissal from department employment.
 - 2. The rules and regulations in this manual pertain to academy training only. The conduct of department employees is governed by more comprehensive rules and regulations as outlined in state government codes, department and division procedures, rules and regulations. Employee violations of rules, regulations, policies or procedures not addressed in this document will be dealt with on an individual basis.
 - 3. Cadets shall thoroughly review the manual for training and become familiar with its contents. Upon completion of the review, cadets are required to sign and date an appropriate form certifying that they have read and understand the manual.

II. ACADEMY ADDRESS AND PHONE NUMBERS

- A. A cadet wishing to receive correspondence will have their incoming mail addressed as follows:

Cadet First Last
DPS Training Division
2101 Snyder Ave.
Carson City, Nevada 89701

- B. Cadets attending the academy should advise family members that emergency messages can be delivered to the academy by calling (775) 687-1610, Monday through Friday, 0800 hrs. to 1700 hrs., except holidays. The fax number is (775) 687-1613.
1. Emergency messages during all other times can be delivered by calling the Reno NHP Communications Center at (775) 687-0400.
 2. Except for emergency messages, NO personal telephone messages will be accepted.

III. GROOMING STANDARDS

- A. Grooming Standards for DPS Cadets: Deviations from these standards may only be accomplished by order of the Division Chief or their designate.
1. Hair
 - a. Hair shall be kept clean and neatly trimmed.
 - 1) Male: Hair shall not cover any portion of the ear.
 - 2) Female: Hair shall be combed or cut in a fashion that does not cover the lower portion of the ear or more than 2 inches in front of the ear.
 - 3) Hair shall not be styled in a fashion which hinders wearing of the uniform hat in the prescribed manner.
 - 4) Hair shall not be cut in any inappropriate/eccentric style.
 - 5) No decorations shall be worn in the hair except clips, pins, rubber bands or elastic fabric hair retainers that closely match the hair color.
 - 6) Hair shall be a natural human color.
 - 7) No hair shall be visible on the forehead below the brim of the hat.

2. Sideburns shall not extend below the lowest part of the exterior opening of the ear.
 - a. Sideburns will be of an even width and will not be flared.
3. Mustaches will not extend over the top, or in any way obscure the upper lip.
 - a. Mustaches will not extend below, or more than ½ inch beyond the corners of the mouth.
 - b. Mustaches will be kept short and neatly trimmed to prevent an overly busy appearance.
 - c. Nasal hairs will be kept trimmed so as not to protrude from the nostrils.
 - d. Beards of any type are prohibited.
4. Eyelashes
 - a. False eyelashes are prohibited.
5. Cosmetics
 - a. Cosmetics shall be subdued and match the natural color of the skin.
6. Fingernails
 - a. Fingernails shall be kept clean and neatly trimmed.
 - b. Fingernails shall not extend more than ¼ inch beyond the tips of the fingers or thumb.
 - c. Fingernail polish, if worn, will be clear
7. Personal Hygiene
 - a. Cadets will maintain a reasonably acceptable personal hygiene practice.
8. Earrings, facial and oral piercing are prohibited.
9. Tattoos
 - a. Refer to the current DPS Dress Policy 04.2.006.

IV. CADET UNIFORM REQUIREMENTS AND STANDARDS

- A. Refer to both the DPS Uniform Manual and DPS Dress Code Policy 04.2.006
- B. Cadet Dress Uniform.
 - 1. The academy cadet dress uniform shall consist of:
 - a. 2 Uniform Long sleeves
 - b. Uniform Cargo 6 pocket trouser
 - c. Leather gear, when issued will be polished and maintained using products approved by the academy staff.
 - d. Cadet cover (navy blue hat) – provided by the Training Division.
 - e. Black military/law enforcement style boot (not provided). Boots shall be polished and shined at all times. Zippered boots are not authorized.
 - f. Watch - if alarm-style watches are used, the alarm shall be disabled during training hours. Watches will be of a neutral color.
 - g. Undershirt (not provided)- when the short sleeve cadet shirt is worn, a plain white crew neck T-shirt shall be worn. No portion of the t-shirt shall be visible from the sleeves of the shirt.
 - 2. Cadets physical fitness gear.
 - a. Cadets will be issued PT gear on the first day of academy.
 - b. Cadets will also be required to have and wear a pair of quality running shoes, plain white crew socks and black compression shorts while participating in physical training. These items are not provided.
 - 3. Cadets shall wear and maintain their uniform in an exemplary manner, ensuring that it is clean and pressed. Cadet uniform shall be examined on a daily basis and any excess thread or stains shall be removed. While the cadet uniform is being worn, cadets will be responsible for proper alignment of the shift, trousers and duty belt, commonly referred to as a “gig line.”
 - 4. Sunglasses.
 - a. Sunglasses may be worn outside, except during personnel inspections
 - b. Sunglass shall not be worn in the classroom, or on the cadets head when not in use.
 - c. Sunglasses of the mirror type shall not be worn.

- d. Sunglasses shall be conservative in style and size. Questionable sunglasses shall be submitted to a Corporal for a decision on the suitability.

V. STANDARDS OF CONDUCT

A. Application of the Standards of Conduct

- 1. The Standards of Conduct shall govern the official and unofficial actions of all training division employees. Any violation of the rules of conduct may be sufficient cause for disciplinary action.

B. Conformance to Laws and Rules

- 1. Cadets shall not commit any acts or omissions which would constitute a violation of any: laws of the United States, the State of Nevada, or a local jurisdiction; policy, procedure, rule, regulation, directive, or order of the Department of Public Safety, the Training Division or their respective division of assignment.
- 2. Ignorance shall not be considered justification for any violation.

C. Reporting Violations of Laws and Rules

- 1. Cadets who have knowledge of, or who observe, violations of laws, ordinances, rules of conduct or official orders on the part of other division personnel shall proceed as follows:
 - a. Report such incidents at once to their immediate supervisor.
 - b. Employees who believe that they possess information of such gravity that it must be brought to the immediate personal attention of the Chief may do so.
 - c. If on-duty personnel are confronted with a public incident involving disorderly conduct of any off-duty employee which cannot be handled in a routine manner, the case shall be reported to the Division Chief.

- D. Cadets will conduct themselves in an exemplary manner and perform all duties thoroughly and precisely. Cadets will not commit any act while on-duty, in training or during liberty hours that is incompatible or adverse to public service, or which might reflect unfavorably upon The Department of Public Safety.
1. Cadets will refrain from showing any affection for each other while in or on academy buildings or grounds, dormitory buildings and grounds (includes entire Stewart Facility).
 - a. Specifically, there will be no physical contact, unless the physical contact is a part of official training (defensive tactics, expandable baton, etc.).
 - b. Cadets shall report any dating relationship with other Department of Public Safety employee to their assigned Corporal.
 2. Cadets shall not make any ethnic, racial, sexual or any other discriminatory remark, joke or insinuation to any other person or employee.
- E. Cadet Conduct
1. Although proper conduct is addressed throughout this manual, it is imperative that cadets understand that they must adhere to specific behavior patterns that will keep them above the moral obligations of average citizens. In recognizing that law enforcement officers must be above reproach, employees who violate the following rules are subject to immediate termination.
 - a. Lying
 - 1) Lying is to make an untrue or dishonest statement.
 - 2) Cadets will not lie to other employees, academy staff members, instructors or other division personnel.
 - b. Cheating

Cheating is the act of deceiving, depriving through deceit, the act of making misleading statements, or the act of dishonesty.

Cheating may include, but is not limited to the following circumstances:

- 1) Notes and notebooks
 - a) Cadets will not possess or utilize notes, handout material, homework, exams, quizzes or other study material from previous academies. If an employee possesses such material, it will be forwarded to the employee's training officer immediately.
- 2) Quizzes and examinations
 - a) For purposes of the manual, quizzes and examinations are treated equally.
 - b) Cadets will not look at another employee's answer sheet or test papers, or copy another's answers.
 - c) Cadets will not talk to each other during quizzes and examinations.
 - d) Cadets will not write any information on their hands, desk tops or booklets, or possess any "cheat sheet" prior to, during or after any examination.
 - e) During quizzes and examinations cadets will clear desks of all books, binders, notes and papers.
 - f) Cadets will not possess exam questions and/or answers prior to, during or after any examination.
 - g) Cadets will not intentionally record incorrect quiz or examination scores.
- 3) Homework or Field assignments
 - a) Cadets are required to complete their own homework and field assignments.
 - b) All homework assignments must be pre-approved by academy staff.

- 4) Firearms Training
 - a) Cadets will not intentionally shoot at another's target.
 - b) Cadets will not make holes in a target other than by a fired round.
 - c) Cadets will not switch targets for the purpose of attaining a higher score.
 - d) Cadets will not intentionally record incorrect shooting scores.
- 5) Physical Training
 - a) Cadets shall report injuries, whether suspected or actual, to academy staff as soon as possible.
 - b) Cadets will not give any false or inaccurate information pertaining to injuries or their physical well being.
 - c) Cadets will perform all exercises to the best of their abilities and will not attempt to circumvent the physical training program by taking shortcuts during running exercises, reducing weight training repetitions or by reducing other exercise repetitions.
 - d) Cadets will not intentionally record incorrect scores.

c. Unbecoming Conduct

- 1) Cadets shall not engage in conduct that:
 - a) Impedes or interferes with the ability of The Department of Public Safety and any of its separate divisions to effectively fulfill their responsibilities.
 - b) Causes a lessening of public confidence in the ability of the division to perform its functions.
 - c) Causes an adverse effect on the discipline or efficiency of the division.
 - d) Constitutes a conflict of interest as prohibited by law, division/department regulation or Nevada Administrative Code.

- e) Brings the division into disrepute or reflects discredit upon the employee as a member of the division.
- d. Immoral Conduct
 - 1) Cadets shall maintain a level of moral conduct in their personal and business affairs which equates with the high ethical standards expected by the public of law enforcement agencies and which will not constitute unbecoming conduct as described in this policy / procedure.
 - 2) Cadets shall not participate in any incident involving moral turpitude which impairs their ability to perform as law enforcement officers.
 - 3) Cadets shall avoid regular or continuous associations or dealings with persons whom they know are under criminal investigation or indictment, or have a reputation in the community or the division for present involvement in felonious or criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of other personal relationships of the cadet.
- e. Truthfulness
 - 1) Cadets shall truthfully answer all questions which may be asked of them by a supervisor or another superior officer.
 - 2) Deliberate omission of facts or concealment of knowledge or involvement shall be viewed as an effort to deceive and such acts or omissions shall be considered as being untruthful.
- f. Neglect of Duty
 - 1) Cadets shall not leave their duty assignment except when authorized to do so by academy staff.
 - 2) Cadets shall be immediately and readily available at all times while on duty.
 - 3) Cadets shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.

- 4) Cadets shall immediately notify academy staff if they are unable to continue to perform their duties or will be unable to report for duty as scheduled or assigned.

g. Courtesy

- 1) Cadets shall be courteous to the public and fellow employees. Cadets shall be tactful in the performance of their duties, shall control their tempers and exercise the utmost patience and discretion. In the performance of their duties, cadets shall not use coarse, violent, profane or insolent language or gestures, and shall not express any prejudice concerning race, religion, sex, politics, national origin, lifestyle or similar personal characteristics.
- 2) Cadets shall furnish their name and job title on request while on-duty or representing themselves in an official capacity.

h. Abuse of Position

- 1) Cadets shall not use their official position, official identification cards or badges for:
 - a) Personal or financial gain.
 - b) Obtaining privileges not otherwise available to them, except in the performance of duty.
 - c) Avoiding consequences of illegal acts.
 - d) Converting official contacts for social purposes.
- 2) Cadets shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief.
- 3) Cadets shall not authorize the use of their names, photographs or official titles which identify them as employees in connection with testimonials or advertisements of any commodity or commercial enterprise without the approval of the Chief.

- 4) Cadets, while representing the division, shall not recommend or suggest the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance, towing, bondsman, mortician, etc).
- i. Gratuities, Gifts, Rewards.
 - 1) Cadets shall not accept or solicit any gratuity or any other item of value where there is any connection, however remote, between such offer or solicitation and the cadet's position with the division. Cadets shall neither directly nor indirectly:
 - a) Solicit or accept any gratuities of merchandise, meals, beverages or any other item of value. The cadet will tactfully decline any such offer.
 - b) Solicit or accept any discounted services or merchandise whatsoever as a result of their employment. The cadet will tactfully decline any such offer.
 - c) Solicit or accept any gift or gratuity from other employees if such items would adversely affect the action of the cadet in connection with division operations.
 - d) Become financially or otherwise indebted to any other employee to the extent that work performance is affected.
 - e) Solicit or accept any reward for services rendered incidental to their position or duty as a cadet of the division.
 - f) Solicit or accept free admission to anywhere for themselves or others, if such admission is granted due to the cadet being employed by the Nevada Department of Public Safety.
- j. Insubordination
 - 1) Cadets shall promptly obey all lawful orders issued or relayed by a supervisor.

- 2) Failure to acknowledge the authority of any supervisor by obvious disrespect or by disputing the supervisor's lawful orders shall be deemed insubordination.
- 3) Conflicting or Illegal Orders
 - a) Cadets who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the order shall stand.
 - 1. Under these circumstances, the responsibility for the conflict shall be upon the supervisor.
 - 2. Cadets shall obey the conflicting order, and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.
 - b) Cadets shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, employees shall request the issuing supervisor to clarify the order or to confer with higher authority.
- k. Criticism of Division/Department
 - 1) Cadets shall not publicly criticize or ridicule any division or department, its policies/procedures or other employees by speech, writing, or other expressions. Defamatory, obscene or unlawful content undermines the effectiveness of the division or department.

- l. Quarreling or Fighting with Employees
 - 1) Cadets shall not treat coworkers disrespectfully or use threatening or insulting language toward any other employee engaged in the execution of their position or duties. Cadets who are involved in a physical altercation with any other employee that is not for training purposes and is not in defense of an aggressor for themselves or another, will be immediately dismissed from the training division.
- m. Alcoholic Beverages, Tobacco, and Drugs - On Duty
 - 1) Cadets shall not store, possess, or bring into any division facility, dormitory or vehicle any alcoholic beverages, tobacco products, controlled substances, narcotics, or hallucinogens, unless they are being used for official training purposes. When taking prescribed or over the counter medication that may impair work performance, cadets shall immediately notify their supervisor.
 - 2) Cadets shall not consume intoxicating beverages while wearing any part of the uniform or while on duty.
 - 3) Cadets shall not appear for work, nor be on duty while under the influence of intoxicants to any degree.
 - a) Appearing for work when the odor or physical effects of alcohol and/or drugs, are observed by another employee or member of the public shall constitute being on duty while under the influence of intoxicants.
 - 4) Cadets shall refrain from consuming intoxicants to the degree that consumption renders them unfit to report for their next regular tour of duty.
- n. Alcoholic Beverages, Tobacco, and Drugs - Off Duty
 - 1) While off duty cadets shall not store, possess, or bring into any division facility or vehicle any alcoholic beverages, tobacco products, controlled substances, narcotics, or hallucinogens.

- 2) When off-duty personnel are involved in an incident, accident, or vehicle collision requiring immediate action, and the cadet has consumed, or is at an establishment where alcohol is normally consumed, or an adversary alleges use of alcohol or narcotics, or when so solicited by a division supervisor, the cadet shall submit to an evidentiary test of his or her choice.
 - 3) When chemical tests are performed, they will be done at the division's request and will be paid for by the division. The test will be completed in accordance with current division policy.
 - 4) On-scene supervisors are required to document the circumstances that lead to the request or order for the test and the outcome of such request or order.
- o. Malicious Rumors
- 1) Cadets shall not disseminate malicious rumors nor pass derogatory statements relating to the department, the division, its members or other agencies.
- p. Use of Tobacco
- 1) Tobacco products will not be used or housed in the academy class rooms or dormitory facility.
 - 2) Smoking is prohibited in all state buildings. Furthermore, tobacco products are prohibited by cadets during academy hours, at academy events and in academy facilities.

VI. DISCIPLINE

- A. Discipline plays a very important role during an officer's career with the Nevada Department of Public Safety. Well-disciplined officers stand out positively in the eyes of their peers, supervisors and the public. They are always mentally prepared and react appropriately, even under adverse conditions. The purpose of discipline at the Academy is to instill positive personal habits and a respect for rules and regulations. Cadets who fail to display good personal discipline or who violate rules and regulations will face a progressive system of penalties or adverse action, up to and including dismissal.
- B. The extent of disciplinary action, while discretionary with the appointing authority, must be done in conformance with NRS, NAC, and the DPS Policy manual.
- C. Discipline will be administered progressively and the level of discipline will be dependent on the violation or severity of the offense. Disciplinary action must be administered consistently and in a timely manner.
- D. Levels of discipline:
 - 1. Counseling/Training
 - 2. Documented oral warning
 - 3. Written reprimand
 - 4. Suspension without pay
 - 5. Demotion or reduction in pay within grade
 - 6. Dismissal
- E. Resignations
 - 1. Nothing in this procedure will preclude the cadet from submitting a voluntary resignation.
 - 2. Upon written notice to the Department, any cadet may voluntarily sever his/her attendance at the training academy.
 - 3. Upon resignation, the cadet will submit all division and academy supplies, equipment and property to academy staff.
- F. Corrective Action

Cadet's behavior will be tracked through the use of Incident Cards.

1. Incident Cards (Blue Cards).
 - a. Cadets will be provided with blue incident cards. These cards are to be properly filled in using blue ink. Each cadet shall carry a minimum of five, but not more than seven blue cards at all times. Blue cards shall be carried in the right shirt pocket at all times. If the blue cards do not fit in the shirt pocket, the cadet may trim the edges of the blue card.
 - b. A blue card will be surrendered whenever a member of the Academy staff wishes to record a commendable or censurable act. The reason will be fully explained. If the incident is censurable, the cadet will be given an opportunity to explain his/her actions.
 - 1) A censurable act may be, but is not limited to violations of academy rules.
 - c. Three censurable incidents or gigs will result in documented corrective action. However, certain specified offenses will result in an immediate corrective action that may result in discipline up to and including termination.
 - d. Throughout training, cadets are recognized for their individual accomplishments from Academy staff personnel. Cadets are rewarded by receiving a COMMENDABLE blue card. The receipt of two commendable blue cards will void one censurable incident or gig.

VII. ACADEMY DEMEANOR

- A. When asking a question or making a statement, especially in the classroom, the cadet will speak clearly and project his/her voice in an appropriate manner.
- B. Cadets will not utilize a voice projection that is overbearing or argumentative. Instances of such conduct will result in corrective disciplinary action.
- C. When an instructor enters the classroom for his/her initial appearance, the class leader will call the class to attention. Cadets will remain at attention until the instructor or an academy staff member orders the class to be seated.
- D. Cadets will not come to attention for anyone who enters a classroom while a training session is in progress.
- E. When a cadet meets any uniformed officer or civilian attired personnel in the hallway, the employee will stand at attention against the wall as a courtesy until the uniformed officer or civilian has passed by them or the uniformed officer or civilian gives them leave to continue.
- F. Cadets will not eat in the academy classroom. There will be no gum chewing while in formation, learning or class room settings. Cadets may have a single bottle of water on their desk.
- F. Cadets reporting to the "C" will stand outside of the "C" and knock on the door way. After doing so, the cadet will state, "Cadet_____ requesting permission to enter, Sir/Ma'am." The cadet will not enter until permission is granted.
- G. With the exception of an emergency, a cadet shall not knock on an academy staff door when that door is closed.

VIII. CHAIN OF COMMAND

- A. During the academy, each cadet will be assigned to a squad.
- B. Each squad will be assigned to an academy corporal. The corporal is the supervisor for that squad.
 - 1. When making requests through and corresponding with academy staff, cadets will do so by utilizing a “To/From”.
 - a. A “To/From” will be a well thought out and organized memorandum.
 - b. The “To/From” will be hand written in blue ink and completed on a Cadet Memorandum Form.
 - 2. A “To/From” may also be used as a form of corrective measure that will be utilized to address a specific issue.
 - 3. A “To/From” will be error free. There will be no White Out or corrective tape on the page. There will be no stray marks or lines.
 - 4. Cadets will use proper grammar and punctuation.
- C. One member of each squad will be selected as the squad leader.
 - 1. The term of the squad leader will be a minimum of one week.
 - 2. The squad leader will ensure that his/her squad completes all assigned duties of the squad.
- D. Cadets requiring assistance or advice will immediately contact their squad leader and identify the type of assistance needed by completing a cadet memorandum.
 - 1. If confidentiality is desired, the cadet may submit the cadet memorandum in an interdepartmental envelope.
 - 2. The cadet memorandum and/or envelope will be forwarded to the squad leader for review of content and accuracy, who will initial and forward it to the class leader. The class leader will then review the memorandum and/or envelope for content and accuracy before initialing and forwarding the request to the cadet’s corporal.
 - 3. In cases of emergencies, a cadet may contact any member of the training division staff for assistance.

- E. One member of each academy class will be selected as the class leader.
 - 1. The term of the class leader will be a minimum one week.
 - 2. The class leader will ensure that ALL squads complete their assigned duties.
 - 3. If the class leader requires assistance on behalf of one of the employees, he or she will immediately contact the employee's corporal and deliver the request.
 - a. The class leader will familiarize himself/herself with squad leader and squad assignments.
 - 4. If the designated corporal is unavailable, the class leader will contact another of the corporals or academy staff. The academy chain of command shall be followed.
 - 5. After every effort to contact the corporals is exhausted, and the situation requires immediate attention, the class leader will contact the academy commander, training commander or the division chief; in that order.
- F. Class leaders, squad leaders, and cadets will refrain from contacting clerical personnel in the academy offices, unless such contact or permission is granted by an academy corporal.
- G. Unless otherwise specified or directed, cadets shall abide by the academy chain of command.

IX. ACADEMIC, FIREARMS AND PHYSICAL TRAINING REQUIREMENTS

- A. Successful completion of the academy training program is contingent upon the student meeting or exceeding the minimum performance standards for both academic and physical courses of instruction.
- B. Definitions:
 - 1. Course Examination
 - a. A written and/or scenario test that evaluates the cadet's knowledge and/or performance pertaining to a specific course of instruction. As an example, the course examination for accident investigation will include a written and scenario testing process relating to accident investigation.
 - 2. Block Examination
 - a. A test that evaluates the cadet's knowledge pertaining to two or more courses of instruction. An example, a block examination may include test questions relating to the history of law enforcement, interpersonal communication, coroner law, etc. Block examinations may also include test material from previous course examinations.
 - 3. Practical Examination
 - a. A test that demonstrates the cadet's physical ability to properly perform required techniques. (Note: A practical examination may require a cadet to verbally explain or define a certain technique, then for the cadet to physically demonstrate the technique).
 - 4. Physical Training Examination
 - a. A test that demonstrates the cadet's physical fitness ability in running, strength, and muscular endurance.
 - 5. Successful Completion
 - a. Successful completion means that the cadet must achieve the minimum acceptable score for each and every facet of the identified course, block, practical or physical training examination.

C. Academic Standards

1. Cadets are required to successfully complete, on time, each and every facet of all training, including written examinations, scenario examinations, practical course examinations, and block examinations.
2. Failure to meet the minimum performance level for a block, course or practical examination will result in the cadet being placed on academic probation. Failure of the retest (if available), failure of a second course, block or practical examination, or failure of the final examination may result in dismissal from the academy.
3. The minimum passing score for most facets of the academy is 70%. High liability courses will require a passing score of 80%.

D. P.O.S.T. Certification Examination

1. Cadets are required to successfully complete the Nevada Peace Officers Standards and Training Certification Examination.
2. Failure to achieve 70% on the certification examination will result in the following action:
 - a. The cadet will not participate in the graduation ceremony.
 - b. The cadet must retake and successfully complete the examination within seven (7) days of the first failure.
 - c. If the cadet fails the second examination, he or she will be dismissed from the training division and released to their home division.

E. Academic Probation

1. Successful completion means that the cadet must achieve the minimum acceptable score for each and every facet, identified course, block practical or physical training examination. Failing to meet or exceed the minimum performance standards for academic, physical training and firearms proficiency or qualifications means the cadet will be placed on academic probation.

2. A cadet who fails any examination and passes the remedial examination will have each score recorded and identified as record for that examination; however, the remedial score for that test will automatically be shown as 70%. Regardless of the subsequent test performance, an employee placed on academic probation will remain on probation for the remainder of the academy.

F. Remedial Testing

1. Written tests

- a. Each cadet who fails to attain a minimum passing score on a written examination will be given a written remedial examination for the examination that was failed, if the specific course lesson plan allows for such a remedial examination. Each cadet will be allowed to take only one remedial written examination. Prior to testing, the cadet will be provided a remedial training session and the instructor must document the remedial training session. A cadet who fails a written examination and then fails the remedial examination will be subject to dismissal from the academy.

2. Scenario and/or Practical tests

- a. A cadet who fails scenario and/or practical tests for a specific facet of the academy will be given a remedial proficiency test for that facet, if available per the lesson plan. Prior to testing, the cadet must be provided a remedial training session and the instructor must document the remedial training session.

G. Physical Fitness Training

1. All cadets are required to attend and participate in the physical fitness program.
2. Failure to attend any physical training session without prior approval from an academy staff member will result in disciplinary action.
3. Failure to participate in all physical training sessions will result in counseling by an academy staff member. Continued failure to participate will result in disciplinary action.
4. Cadets are required to participate in and successfully complete all physical training examinations.
5. At least three (3) physical training tests will be given during the academy. Progression to a higher level of fitness will assist the employee in attaining the proper physical condition needed to successfully complete other courses, i.e., defensive tactics, expandable baton, etc.
 - a. To successfully complete the academy, a cadet must pass the Nevada POST physical fitness examination.
 1. The Nevada POST physical fitness standards are under review. These standards are subject to change without notice.
6. Cadets should report to the academy in proper physical condition.

H. Injuries

1. Cadets who have sustained injuries or who are ill may be excused from participating in part of the physical fitness program, until such time as they obtain a medical release from a physician.

2. Cadets who have sustained an injury will be put on light duty status for physical training. The academy has alternative exercises available for certain types of injuries, and when practical, injured employees will utilize the alternate exercises in order to maintain or improve their physical conditioning.
3. Cadets placed on light duty status are not relieved of the obligation of meeting the physical training minimum performance standards which are required for employees to successfully complete the final physical training examination.

I. Cadet Awards and Recognition

1. At the conclusion of the academy, cadets will be recognized for class standing in certain categories of performance. These categories will include physical fitness, academics, and firearms.
2. For the purpose of awarding the high academic award at graduation, all academic performance may be utilized to determine an overall GPA.
3. For the purpose of awarding the physical fitness award at graduation, the physical fitness exams will be utilized.
4. For the purpose of awarding the overall firearms award, the highest average on all scored shoots will be utilized.
5. Those cadets who achieve an overall GPA of 95% or higher will graduate with honors.
6. Through majority selection from academy staff, one cadet per academy shall receive the “Corporal’s Award.” This accomplishment is based off of overall individual achievements, dedication, professionalism, teamwork and strength of character.

J. Participation in Training

1. Cadets will participate in all training. Prior certification and/or experience will not excuse a cadet from participation.
2. Cadets will attend all academy classes, unless the cadet is excused from the training by a corporal.
 - a. Cadets will not attempt to avoid classroom or practical training sessions through the use of unwarranted or unspecified excuses.
 - b. Absences that are not excusable will result in progressive disciplinary action.
3. Cadets will pay attention to all instruction and complete all course and written assignments as required. Failure to pay attention, or failure to complete assignments, will result in progressive discipline.

X. POST PERFORMANCE OBJECTIVES AND STUDY MATERIAL

- A. All POST required classes will have performance objectives. The objectives will provide the cadet with a basic study guideline. They are also the foundation upon which the POST Basic Certification Examination is built. Successful completion of this examination is required by all new Nevada Law Enforcement Officers.
1. Most instructors will provide handout, study or reference material to the cadets. Since some of this material may contain examination material, cadets should review it thoroughly.

2. Course Critiques

- a. Cadets are required to complete course critiques at the completion of each block of instruction. In completing the course critiques cadets will be objective and base their evaluation on the materials actually presented, as well as the instructor's delivery.
- b. Keep in mind that this is a basic recruit academy and the classes presented are designed for the new officer who has little or no law enforcement background.
- c. If a cadet feels that a class is lacking in value or is inadequate, the cadet's critique should specifically identify the problem.
- d. A supply of course critiques will be kept in the classroom. Cadets will obtain their own critiques, and upon their completion, return them to their squad leader. The squad leader will forward the critiques to the class leader, who will forward them to a corporal.

XI. EMPLOYEE DEVELOPMENT APPRAISALS

- A. Cadets will receive employee development appraisals during the academy.
 1. The purpose of these appraisals is to provide information on each cadet's academic and skill development, and to permit academy staff to assess each cadet's performance to become an officer with the Department of Public Safety.
 2. Employee development appraisals will be prepared by the cadet's corporal and will be reviewed with the cadet prior to it becoming a permanent part of the Employee's personnel record.
 3. Procedures specified in NAC 284.470 and 284.478 will be followed when any cadet believes his/her performance appraisal was based upon inadequate or improper information or in some way was unjust or unwarranted.
 4. After review with the supervisor, cadets will receive a copy of the appraisal.

5. Employee development appraisals will evaluate the cadet's efficiency in academic performance, practical exercises, physical training, and personal qualifications.

XII. ACADEMY RULES AND REGULATIONS

A. Fire/Emergency evacuations

1. Cadets are responsible for observing academy fire safety rules.
2. In case of fire or other emergency, the primary objective is to notify all building occupants and to evacuate the building.
3. The class leader will have the responsibility for notifying other building occupants of the emergency.
4. The academy facility will be evacuated by adhering to the evacuation routes that are posted in each room.
5. It is the responsibility of each cadet to become familiar with evacuation routes.
6. Fire extinguisher and first aid kits are provided at strategic locations throughout the building. Cadets will become familiar with their locations and operating instructions.

B. Prohibited Items

1. Cadets will not have on their person, in their dormitory room, or in their personal vehicles any of the following items. The restrictions apply to all hours of on duty status.
 - a. Firearms, ammunition, knives, non-lethal chemical agents, handcuffs, thumb cuffs, leg irons, batons, kubatons, martial arts equipment, or any other device that may be identified as a weapon. Items or equipment issued by or approved by an academy staff member do not apply.

C. Legal Obligations

1. Cadets reporting to the academy will comply with the following provisions of the Nevada Revised Statutes.
 - a. Pursuant to NRS 482.385, the cadet will obtain Nevada vehicle registration for their personal vehicles within 30 calendar days after becoming a resident. There will be no exceptions. If the cadet does not obtain Nevada registration within 30 days, he or she will be subject to a vehicle impound, citation, or arrest. Should any of those circumstances occur, the cadet may be dismissed from the training division and released to their home division.
 - b. Pursuant to NRS 483.245, the cadet will obtain a Nevada driver's license within 30 calendar days after becoming a resident. There will be no exceptions. If the cadet does not have a Nevada driver's license within 30 days, he or she is subject to citation or arrest. Should either of those circumstances occur, the cadet may be dismissed from the training division and released to their home division.
 - c. Cadets will comply with all other provisions of the Nevada Revised Statutes that govern vehicles, drivers licensing, or any other state law that governs personal conduct and behavior.

D. Schedules

1. Promptness is essential to maintaining the schedule that will provide for your training. Cadets will attend all scheduled functions and training.
2. Cadets will be provided one copy of the master training schedule. The schedule will be adhered to unless otherwise directed by an instructor or an academy staff member.

E. Court Appearances

1. Cadets who receive subpoenas for pending court cases will immediately notify their chain of command. Notification will consist of the following:
 - a. A cadet memorandum to their corporal identifying the date, time and location of the mandated appearance.
 - b. A photocopy of the subpoena.
 - 1) Should a court appearance be canceled or delayed, the cadet will advise his/her chain of command immediately.

F. Military Obligations

1. Military obligations that conflict with any training will be brought to the attention of the cadet's corporal immediately.
 - a. Notification shall consist of:
 - 1) A memorandum identifying the date, time, and location of the obligation.
 - 2) A copy of the military document outlining the cadet's obligations.

G. Sick Leave

1. Non-emergency medical appointments, such as dental or doctor visits, that will result in a cadet being tardy or absent from training will require prior approval from a corporal. Cadets will make every effort to schedule appointments for off duty hours.

H. Absence from work

1. Cadets who are absent from any training for any reason are not relieved from the responsibility of successfully passing course or block examinations.
2. Cadets who miss classroom instruction or homework assignments will obtain the notes and assignments from other classmates, after gaining approval from a corporal.
3. Cadets will complete any and all makeup assignments on or before their assigned due dates.

4. Cadets will report to their daily assignments at morning formation at 0745 hours unless instructed otherwise. Tardiness will not be tolerated and will be addressed through the steps of discipline.

I. Academy Leisure Time

1. Cadets will use the academy facility in conformance with the rules and regulations of the facility.
2. Cadets are encouraged to utilize their assigned lounge area during authorized breaks. Each cadet is responsible for keeping the lounge area clean.
3. During breaks, hallways will be kept clear to allow passage by instructors, staff members and guests.
4. Noise and unnecessary disturbances are prohibited during breaks and in the hallways.
5. Additional physical training, such as jogging or exercising is encouraged; however, it shall not interfere with scheduled classroom training.

J. Public Awareness

1. No part of the academy uniform or any other garment that may identify the cadet as a member of a law enforcement agency will be worn during off-duty hours.
2. Cadets are prohibited from possessing or displaying any badge or police identification card during off-duty hours.
3. Cadets are expected to conduct themselves in an exemplary manner during off-duty hours. Any conduct that violates academy, division, department or state rules, regulations, policies, procedures or laws can result in disciplinary action.
4. Cadets who are involved in any accident or incident during off-duty hours will immediately report the situation to an academy staff member.
5. Cadets who are contacted by any law enforcement officer for any reason or receive a citation for any reason will advise their corporal at 0800 hours on the first workday after the incident.

6. Cadets shall not be present at or take part in any form of sexual contact or activity in the academy dorms or at any location on the academy grounds.

K. Academy Telephones

1. Unless permission is granted by an academy staff member, cadets will not use any phones located within the academy facility
 - a. All telephone calls will be completed during authorized classroom breaks, lunch hours or prior to commencement of class in the morning.
2. If permission is granted to use an academy office telephone, cadets will ensure that the call does not result in an expense to the division.

L. Personal Communication Devices

1. Cellular telephones, pagers or any other personal communication devices are strictly prohibited while the cadet is engaged in official academy business. Cadets are authorized to use these devices on breaks, either in the lounge or outside of the academy building. These devices will not be stored in the academy building.

M. Photography

1. There will be no taking of photographs or videos during academy hours.
 - a. This includes the use of photography by cellular telephones and other such devices.
2. Academy staff may assign a cadet to take photographs for an academy photo album or website. The pictures shall be approved by academy staff prior to distribution or public viewing.
3. No photographs taken during academy hours shall be posted on any cadets personal web page, including, but not limited to Myspace, Facebook and Twitter.

XIII. CADET DETAILS

- A. All cadets are responsible for maintaining the positive appearance of the academy. Cadets are jointly responsible for keeping all facilities in a clean, neat and presentable condition. To achieve this, it is essential that employees work in a cooperative atmosphere. Cadets will abide by the following rules:
1. Cadets will use trash containers for waste paper, disposable cups and other waste products.
 2. All building maintenance problems will be brought to the attention of the cadet's squad leader, who will in turn report it to the class leader. The class leader will then report the problem to the appropriate corporal.
 3. Damage to the academy facility or any equipment will be reported immediately.
 - a. Any damage resulting from a cadet's actions or negligence will result in appropriate disciplinary action.
 - b. Deliberate vandalism may result in termination from the academy and criminal prosecution.

XIV. DORMITORY RULES AND REGULATIONS

Use of the Dormitory is voluntary; however, those Cadets that choose to utilize the Dormitory facility will be required to adhere to the following rules and regulations. On the first day of Academy 63, you will need to decide if you voluntarily want to utilize the Dormitory facility. If you choose to take advantage of this benefit, you will be responsible for your room for the entire duration of the Academy assignment.

A. Dormitory Inspections

1. Cadet dorm rooms and dormitory facilities are subject to inspection by academy staff at any time.
2. The dorm facilities will be maintained in a clean, orderly and efficient manner. Failure to do so will result in progressive discipline.
3. A violation of any of the regulations found within this section can serve as grounds for discipline or revocation of dormitory privilege.

B. Building Security

1. The outside entry doors to the building will remain locked at all times.
2. Dormitory rooms assigned to cadets will remain locked when the room is not occupied.
3. No flammable or explosive materials are allowed in the dormitory, except that a cigarette lighter may be stored in the pantry for use with the grill.

C. Fire/Emergency Evacuation

1. Cadets are responsible for observing fire safety rules.
2. In case of fire or other emergency, the primary objective is to notify and evacuate all building occupants.
 - a. Cadets will have the responsibility of notifying other dormitory occupants of the emergency.
 - b. The cadet observing a fire will activate the dormitory fire alarm system.

- c. The dormitory will be evacuated by adhering to the evacuation routes posted in each room. It is the responsibility of each cadet to become familiar with these routes.
- d. Cadets will proceed from the dormitory to the paved dormitory parking lot and remain there as a group. If a situation exists that warrants the class move to a safer location, the class leader will accomplish the movement of cadets.
 - 1) The class leader will then take a roll call and wait for the arrival of an academy staff officer.

D. Food/Beverages/Tobacco

- 1. Alcoholic beverages are strictly prohibited in the dormitory, on the dormitory grounds, or any other state property. Violations of this regulation will result in punitive disciplinary action, and possible termination.
- 2. Food is not allowed in the dorm rooms at any time. Food is to be kept in sealed storage containers in the cabinets or refrigerators in the day room labeled with the employee's name, with weekly cleaning of the refrigerators to be completed on Fridays.
- 3. The presence of prescription medicine in the dormitory will be reported to academy staff through discreet means, i.e. confidential interdepartmental mail.
- 4. Tobacco products of any kind shall not be permitted in the dormitory, any state building, or state vehicle.

E. Animals

- 1. No animals or pets are allowed in the dormitory.

F. Visitations

- 1. There is to be no visitation at the academy dormitory.

G. Conduct and quiet time.

1. Cadets will conduct themselves in an exemplary and professional manner during their hours spent at the dormitory.
 - a. Unnecessary noise and disturbances are prohibited.
 - b. A minimum of noise is expected between 2000 and 2300 hours.
Between 2300 and 0400 hours, all lights shall be off, including the lights in the foyer, dayroom, and the bathroom, and silence observed.
2. Cadets of the opposite sex will not enter each others' dorm room at any time. Violations of this regulation will result in disciplinary action.
3. Cadets shall sleep in (between sheets) their assigned beds using only bedding approved by the academy.
4. Cadet dorms (including rooms, closets, drawers, luggage and washrooms) are subject to inspection for cleanliness by academy staff on all training days between the hours of 0800 and 1700. If unauthorized items are found during any visit, appropriate action will be taken.
5. Cadets are responsible for the appearance and condition of the assigned dorm room to the following extent.
 - a. Cadets are responsible for reporting any damage to their dorms to their assigned corporal. This will be through their chain of command.
 - b. Dust all furniture, windows, door ledges, study areas, all lamps and heating vents.
 - c. For inspection purposes, the dorm room will be divided by an imaginary line down the center of the room. Each cadet will be responsible for his/her side of the dorm room.

- d. Each cadet may leave one alarm clock or clock/radio combination and two personal family photographs in the prescribed position on the study desk; no other personal articles may be left outside the closet or desk drawers. Cadets will be supplied with a desk lamp that is to remain on their study desk.
- e.. Academy uniform will be hung on the left side of the closet and civilian clothes on the right. Short sleeves will be placed to the far left, followed by long sleeves, then trousers. The front of the shirts will face to the left. There will be a three inch space between each item of clothing.
- f. Shoes/boots will be placed in a neat row on the closet floor. Academy footwear placed on the left side of the closet. Civilian footwear will start at the center of the closet then extending to the right.
- g. Cadets assigned to a dorm room without a roommate are responsible for the entire room. Unoccupied beds shall be left unmade.
- h. Books are to be arranged in a neat row on the shelving in the cadet's closet, from left to right.
- i. No audio or visual equipment (i.e. televisions, VCR's, DVD player's CD player's or accessories), other than permitted clock/radios, are permitted in dormitory rooms.
- j. There will be no adult or offensive movies, videos or magazines allowed in the dormitories.
- k. Closets and desk drawer contents shall be neat. If your room is changed, drawers shall be unloaded. Switching drawers is not permitted.
- l. Cadets may possess a lap top computer that when not in use will stored to the far right of the cadets closet floor.

H. Weekend hours

1. Weekend Hours.
 - a. Weekends - 1700 hours Friday to 2300 hours Sunday. Cadet may come and go as they please but are required to sign in and out.
This is in case of an emergency or fire for evacuation purposes.
2. Cadets shall sign out on the locator sheet each time they leave the Academy grounds. Entries shall be made in the destination column to indicate the location of destination. If a cadet is going to leave for an overnight stay, cadets shall also include a phone number where they can be reached. After signing out, cadets shall immediately leave the Academy grounds. Upon returning to the Academy, cadets shall sign-in immediately.
3. Cadets shall complete the locator sheet using neat, legible printing. Printing shall be in upper case, block letters, using six digit dates (ex. 01-28-10) and International Time (24 hour, ex. 1800) where applicable. All entries must be made with a blue ball point pen. If a mistake is made on the locator sheet, the involved cadet shall draw a single line through the error, make the correct entry directly above it and place their initials at the error. The cadet then shall notify the class leader through the proper chain of command. The class leader will notify academy staff at the next meeting with the staff of any error on the locator sheet.
4. Each squad leader will give to the class leader the locator sheet for the previous day or days. The class leader will provide these locators to a corporal during morning formation.

I. Meal Breaks

1. Meals will not be provided by the Department of Public Safety. Refer to the Class schedule for times of these breaks.
 - a. Located at the dormitory are refrigerators and microwave ovens.
 - b. Located in the academy break room is a refrigerator, microwave oven and snack vending machine.

J. Damage and Maintenance

1. All dormitory maintenance problems will be brought to the attention of the cadet's squad leader, who will in turn report it to the class leader. The class leader will then report the problem to academy staff.
2. Any damage to the dormitory, or to any equipment, will be reported immediately.
 - a. Any damage resulting from a cadet's actions or negligence will result in the cadet's personal liability for the cost of repair or replacement.
 - b. Cadets will not utilize the hallways for any purpose other than to travel from one room to another.
 - c. Deliberate vandalism may result in termination from the academy and criminal prosecution.
 - d. Garbage cans will be emptied daily.
3. The DPS Training Division is not responsible for stolen, lost or damaged property left in the dormitory or on state grounds.

K. Proper Dress

1. When on academy grounds and not in wearing the uniform of the day, cadets will wear appropriate clothing; consisting of at least a t-shirt and shorts of at least finger tip length when arms are fully extended.
2. When cadets are going to and from the showers, cadets will be dressed in at least the manner prescribed directly above.

L. Laundry Equipment

1. Coin operated laundry equipment, irons and ironing boards are provided for cadet use.
 - a. Clothing articles will not be left in the laundry equipment after use. Lint collectors will be cleaned after each use.
 - b. All laundry equipment doors will be closed after use.
 - c. Irons and ironing boards will be returned to their storage areas in the laundry room after use.
 - d. Cadets are responsible for furnishing their own detergent, fabric softener, and starch.

M. Linen Room

1. This room is to remain locked at all times, if you are in need of linens, you must check with the class leader. The class leader is in charge of the linen room.
 - a. This room is to be neat and orderly at all times
 - b. All dirty laundry must be counted and the appropriate form filled out for cleaning.
 - c. The class leader must notify one of the corporals that the dirty laundry is ready for pick up.
 - d. Linens are to be changed at least once a week. Upon lights out on Sunday, new linen must utilized.
 - e. Dirty linen is to be placed in assigned linen bags and then placed in bin located in the linen room.
2. The class leader will make sure that all laundry is put away upon return from cleaning.
3. It is the responsibility of the class leader to assure that all linen (sheets, pillow cases and blankets) are counted and the correct numbers placed on the designated form.

N. Supply Room

1. This room is to remain locked at all times, if you are in need of supplies, you must check with the class leader. The class leader is in charge of the supply room.
 - a. This room is to be neat and orderly at all times.
 - b. Class leader must notify one of the corporals if a supply is needed. This shall be done upon the opening of the final supply.
 - c. An up to date inventory of the supply room will be maintained. This is the responsibility of the class leader.

These Cadet Standard Operating Procedures are subject to change without notice. Any questions regarding these procedures shall be directed to and will be answered by Academy Staff.